



DEPARTMENT OF THE ARMY
HEADQUARTERS BRIGADE
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
Unit 21420
APO AE 09705-1420

REPLY TO
ATTENTION OF

ACLOG-ENG

4 December 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army North Atlantic Treaty Organization (USANATO) Brigade
Policy Letter #41, Conduct of Change of Command Property Inventory Verification Interviews

1. **Purpose:** To establish policy for conducting company change of command interviews with the Commander, United States Army North Atlantic Treaty Organization (USANATO) Brigade.
2. **References:** Army Regulation (AR) 735-5 "Policies and Procedures for Property Accountability" and AR 710-2 "Supply Policy Below the National Level."
3. **Applicability:** This policy applies to all subordinate battalions and companies assigned or attached to the USANATO Brigade.
4. **Objectives of Change of Command Property Interview:**
 - a. To ensure both the outgoing and incoming company commanders understand procedures to inventory and account for 100% of government property assigned to, leased to, or used by their company organization.
 - b. To review procedures for accounting for lost property during the change of command inventory.
 - c. To verify the inventory timeline, identify any problem areas for command visibility, and confirm that both the outgoing and ingoing company commanders have no concerns with the completed inventory property accounts.
5. **Concept:** Change of Command property interviews will be conducted in three phases. The Commander, USANATO Brigade will retain the authority to authorize any exceptions requesting that the interviews be waived.
 - a. Phase I: The outgoing company commander will schedule an appointment with the unit PBO to verify the property account record and the inventory procedures prior to starting the inventory. The incoming company commander will be present at this meeting. Both company officers and the PBO will complete and sign the attached sheet.

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b. Phase II: After the completion of the Phase I interview, the outgoing and incoming company commanders will schedule a joint interview with the Brigade Commander. The signed sheet from the Phase I interview will be presented at this meeting. This Phase II interview will be executed prior to any part of the change of command inventory starting. Certain exceptions for company commanders at AFSOUTH and AFNORTH are listed below.

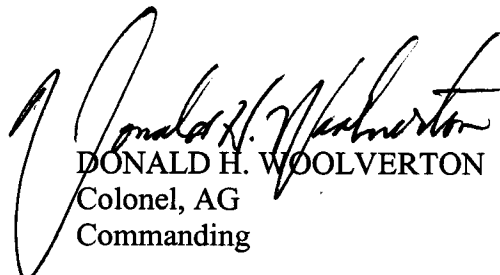
c. Phase III: After completion of the change of command inventory and required property record adjustments the outgoing and incoming company commanders will schedule a joint outbrief interview with the Brigade Commander. This outbrief will cover the inventory in detail. All property discrepancies and corrective actions will be reviewed prior to the incoming company commander signing the property book in the presence of the Brigade Commander.

d. Special procedures applying to AFNORTH and AFSOUTH change of command interviews.

(1) Every effort will be made to schedule one or more of the Brigade Commander interviews during the Brigade Commander's command visits to company locations or visits to the command by the ingoing and outgoing company commanders.

(2) Upon authorization by the Brigade Commander, Phase I and Phase II interviews may be conducted by VTC. If one by VTC, the appropriate documents will be digitally send prior to the interviews as a Brigade Commander read-ahead packet. If executed by VTC, the battalion PBO will be present with the ingoing and outgoing company commanders.

6. **Conclusion**: The goal for all leaders in the USANATO Brigade is to be efficient stewards of government property entrusted to their care and use. I expect that all company level commanders will be awarded ample time to inventory government property under their stewardship and care. A non-negotiable characteristic of successful company command is close, efficient, and comprehensive care of government property. I demand the utmost support and commitment to this program.



DONALD H. WOOLVERTON
Colonel, AG
Commanding

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